**Appendix 1 – Arrangements for** **University Shared Parental Pay Scheme (UShPP) and Statutory Shared Parental Leave Scheme (SShPP)**

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| **Eligibility criteria** | **Shared Parental Pay that is payable** |
| To be eligible to receive UShPP the employee must meet all of the requirements set out in sections 2, 4, 5, 8, 11, 12 and 15 and must meet the following requirements below:  a) Have at least 52 weeks continuous service with the University by the expected week of childbirth (EWC), which means:  - the week starting on a Sunday, during which the member of staff’s doctor or midwife expects her to give birth OR - the week in which the staff member is notified of being newly matched with a child for adoption by an approved agency.  b) Have provided a written undertaking to return to their post for a minimum of three months following the end of their final shared parental leave period via notification form.  c) Has provided written notice of their entitlement and intention to take the first 18 weeks of their leave as a continuous SPL period.  d) Has or expects to have, the main responsibility for the care of the child.  e) That the Mother/Primary Adopter of the child is entitled to receive occupational or statutory maternity/adoption leave/pay and has curtailed these rights or returned to work.  f) Remains in continuous employment until the week before any period of ShPP by the employee.  g) The employee's partner meets the eligibility criteria for Statutory Shared Parental Leave Scheme.  h) Has provided required evidence i.e. MATB1 form. | **University Shared Parental Pay Scheme (UShPP)**  The number of weeks for which UShPP is payable will depend on the number by which the mother/adopter reduces their maternity/adoption pay period or maternity allowance period.  The level of UShPP is as follows:   * Up to 8 weeks at full pay (includes compulsory 2-week maternity/adoption leave period); * Up to 18 weeks at half pay plus the appropriate rate of SShPP; * Up to 11 weeks of SShPP; * Unpaid leave for any period beyond this. |